

DRAFT**Possible Schedule for City Manager Search**

- June 2005 Develop scope of services for Request for Qualifications for executive search firms
Distribute RFQ to executive search firms
Evaluate proposals submitted by June __ deadline
Council hires an executive search firm (consultant); contract signed
- July 2005 Council meets with consultant:
- Identify roles of major participants in process
 - Identify qualifications and traits of ideal candidate
 - Finalize schedule for recruitment, review and selection
 - Develop recruitment materials and outreach plan
- August 2005 Advertising and recruitment
- Display ads in specific publications and Web sites
 - Contacts by the consultant to prospective applicants
 - Consultant develops list of applicants
- September 2005 Screening applicants
- Consultant and City Council review applications and determines top applicants
 - Consultant conducts telephone interview of top applicants
 - Consultant verifies credentials, references and background check
 - Consultant recommends and City Council considers applicants to be interviewed
 - Top applicants are contacted by consultant for interview and travel arrangements are made
 - Applicants not selected are notified by consultant
 - Questions are finalized for interviews
- October 2005 Conduct interviews:
- City Council conducts interviews
 - Tours are provided to top applicants
 - Community meet-and-greet sessions are held; evaluation forms are provided
 - Follow-up interviews are conducted
 - Contract is negotiated with finalist
- November 2005 City Council selects City Manager during Council meeting
Relocation/transition period
- December 2005 – January 2006 New City Manager begins

interoffice MEMORANDUM



Date: May 20, 2005

To: Debra Dollar, Deputy City Manager

Through: Joe Holmwood, Community Services Manager *JH*

From: Rhett Evans, Commercial Facilities Director *RE*

Subject: BAR 8344 Fund Commercial Facilities Marketing Effort

BAR 8344 for FY 05-06 addresses the need for funding the marketing effort for the newly formed Commercial Facilities Division. A profit/loss statement for BAR 8344 is shown below totaling \$154,186. Marketing Expenditures are \$110,186 and \$44,000 is for new event expenses. Event expenses are twenty-two percent (22%) of gross revenues.

One new FTE providing a Sales & Marketing Specialist is included in the BAR. Sixty-six percent (66.67%) of this funding (\$73,461) will be for the Mesa Convention Center, Hohokam Stadium and the Mesa Amphitheatre. Thirty-three percent (33.33%) of this funding (\$36,725) is going to be used for marketing both Dobson Ranch and Riverview Golf Courses.

Projected revenues of \$300,000 leaves a net income to the City of Mesa of \$145,814 or a return on investment of approximately forty-eight percent (48%).

Section	Share	Gross Revenues	BAR 8344 Marketing Expenditures	Event Expenses	Total Expenses	Net Income
Mesa Convention Center/Stadium/Amphitheatre	66.67%	\$200,000	\$73,461	\$44,000	\$117,461	\$82,539
Golf Courses – Dobson/Riverview	33.33%	\$100,000	\$36,725	\$0	\$36,725	\$63,275
	100.00%	\$300,000	\$110,186	\$44,000	\$154,186	\$145,814

*Event expenses are 22% of gross revenue

Fund Expenditure Detail - General Fund (010)
Revised Forecast of Current Level of Service & Limited Additions - Council Directed Budget Model

	Actual FY 03/04	Projected FY 04/05	Pr. Yr. % Chg	Forecast FY 05/06	Pr. Yr. % Chg	Forecast FY 06/07	Pr. Yr. % Chg	Forecast FY 07/08	Pr. Yr. % Chg	Forecast FY 08/09	Pr. Yr. % Chg	Forecast FY 09/10	Pr. Yr. % Chg	Forecast FY 10/11	Pr. Yr. % Chg
Beginning Fund Balance	\$14,202,297	\$19,368,430	36.4%	\$16,788,384	-13.3%	\$9,036,836	-46.2%	\$9,537,652	5.6%	(\$24,938,091)	-361.5%	(\$44,583,315)	-78.8%	(\$49,888,961)	-11.9%
Total Revenues	\$203,778,874	\$237,368,954		\$247,829,000	4.4%	\$254,297,772	2.6%	\$281,714,996	10.8%	\$275,376,135	-2.3%	\$304,426,513	10.5%	\$317,414,944	4.3%
Total Resources	\$217,981,171	\$256,737,384	17.8%	\$264,617,384	3.1%	\$263,334,608	-0.5%	\$291,252,648	10.6%	\$250,438,044	-14.0%	\$259,843,198	3.8%	\$267,525,983	3.0%
Total Operation & Maint	\$250,878,660	\$270,072,000	7.6%	\$289,652,949	7.3%	\$298,374,628	3.0%	\$311,032,000	4.2%	\$322,218,708	3.6%	\$333,703,588	3.6%	\$345,008,742	3.4%
Debt Service Payments	\$4,161,034	\$3,849,000	-7.5%	\$6,307,337	63.9%	\$6,892,363	9.3%	\$24,536,927	256.0%	\$30,513,268	24.4%	\$31,931,914	4.6%	\$30,999,885	-2.9%
Total Capital	\$7,790,047	\$31,203,000	300.5%	\$28,474,230	-8.7%	\$22,752,557	-20.1%	\$49,507,912	117.6%	\$21,997,832	-55.6%	\$22,405,703	1.9%	\$22,574,228	0.8%
Total Expenditures	\$262,929,741	\$305,124,000	16.0%	\$324,434,516	6.3%	\$328,019,548	1.1%	\$385,076,839	17.4%	\$374,729,808	-2.7%	\$388,041,205	3.6%	\$398,582,855	2.7%
Total Operating Net Income	(\$59,450,867)	(\$67,755,046)	-14.5%	(\$76,605,516)	-13%	(\$73,721,776)	3.8%	(\$103,361,843)	-40.2%	(\$99,353,673)	3.9%	(\$83,614,692)	15.8%	(\$81,167,911)	2.9%
Fund Transfer	(\$64,317,000)	(\$65,175,000)	1.3%	(\$68,853,968)	6%	(\$74,222,592)	7.8%	(\$68,886,099)	-7.2%	(\$79,708,450)	15.7%	(\$78,309,046)	-1.8%	(\$65,074,660)	-16.9%
Ending Fund Balance	\$19,368,430	\$16,788,384	-13.3%	\$9,036,836	-46.2%	\$9,537,652	5.5%	(\$24,938,091)	-361.5%	(\$44,583,315)	-78.8%	(\$49,888,961)	-11.9%	(\$55,982,212)	-32.3%
Target Ending Fund	\$21,034,379	\$24,409,920	16.0%	\$25,954,761	6.3%	\$26,241,584	1.1%	\$30,806,147	17.4%	\$29,978,385	-2.7%	\$31,043,296	3.6%	\$31,886,628	2.7%
Difference from Target	(\$1,665,949)	(\$7,621,536)	-357.5%	(\$16,917,925)	-122.0%	(\$16,703,911)	1.3%	(\$55,744,238)	-233.7%	(\$74,561,699)	-33.8%	(\$80,932,257)	-8.5%	(\$97,868,840)	-20.9%
Unfunded BAR's	\$0	\$8,332,088		\$39,360,988		\$29,208,466		\$31,314,591		\$20,390,450		\$20,192,812		\$24,994,917	

Significant Project Changes between Preliminary CIP and Tentative CIP

Capital

Fund 010 & 070 - General Fund & Internal Services

05/06 \$1,191,332 CIP 02-415 Building Safety Growth Interim Remodel (rebudget)
05/06 \$623,338 CIP 04-080 Ballfield Lighting- Powell Jr. High & Westwood H.S. (rebudget)
05/06 \$213,000 CIP 01-516 Sixth Street Service Center - Expansion of CNG Fueling Facilities (rebudget)

Fund 011 - Quality of Life

05/06 \$678,358 CIP 01-429 Broadway Road: Center/Recker-Smart Corridor Traffic System (rebudget)
05/06 \$595,200 CIP 03-055 Fiber Optic Lines - Signal System in Mesa (rebudget)
05/06 \$757,561 CIP 01-280 Multi-Use Path: Consolidated Canal: Lindsay to Baseline Road (rebudget)
05/06 \$471,000 CIP 01-731 Acquisition of Fire Equipment (rebudget)
06/07 \$7,148,000 CIP 01-258 Technical Services Building (adjusted with new financing proposal)

Fund 440 - Public Art Fund

05/06 \$472,000 Rebudget of fund balance

Fund FA - Federal Aid

05/06 & '06/07 Rebudget & timeline updates

Fund SA - State Aid

05/06 & '06/07 Rebudget & timeline updates

Fund JRL - Junior Leins Sewer

05/06 East Mesa Interceptor (EMI) to the Greenfield Water Reclamation Plant (GWRP) (rebudget)

Operations

Fund 010 & 070 - General Fund & Internal Services

05/06 \$214,296 CIP 03-003 Municipal Building Screen Wall
(rebudget & change from capital to non-capital)
05/06 \$229,684 CIP 01-731 Acquisition of Fire Equipment (rebudget)